

INSTRUCTIONS ON HOW TO COMPLETE THE 1391-FORM:

Once the 1391-Form has been downloaded and saved to your computer and you are ready to complete, follow the steps below for each numbered box located in the light blue area on the form. ****To submit “no activity/work performed 1391s, please see instructions on the last page.**

Box 1 – Select Contractor or Subcontractor

Box 2 – Provide the company's name and address.

Box 3 – Enter the **State Project Number** (H.00000) only for the project.

Box 4 – Enter the total dollar value of the federal-aid contract **or** subcontract.

Box 5 – Enter Parish the project is located in. If the project is located in more than one Parish, put the first Parish listed on the contract.

Box 6 – The current reporting year will be provided for you.

Instructions on How to Complete the 1391-Form, Cont.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY		3. STATE		4. JMBE 1. DOLLAR \$		5. PROJECT NO.		6. County and road													
1		2		3		4				5													
This collection of information is required by law and regulation 28 U.S.C. 1405 and 25 CFR Part 250. The OMB control number for this collection is 2187-0019 expiring in May 2024.																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION PROJECTS DURING LAST FULL PAY PERIOD ENDING IN JULY 2022 (INSERT YEAR)																							
JOB CATEGORIES		TOTAL EMPLOYED		TOTAL RACIALLY OR ETHNICALLY MINORITY		BLACK OR AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINERS	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FOREMEN/WOMEN		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EQUIPMENT OPERATOR		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MECHANICS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRUCK DRIVERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IRONWORKERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CARPENTERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CONCRETE MAJORS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICIANS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DIRECTLY EMPLOYED		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINTERS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-SKILL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-UNSKILLED		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABLE C (Table B data by racial status)																							
APPRENTICES		0	0																				
ON THE JOB TRAINERS		0	0																				
9. PREPARED BY: (Signatures and Title of Contractors Representative)								9. DATE				10. REVIEWED BY: (Signatures and Title of State Highway Official)								11. DATE			
Form FHWA-1531 (Rev. 05-16)																							
PREVIOUS EDITIONS ARE OBSOLETE																							

Box 7 – Employment Workforce:

Table A: Enter employment workforce for each job category, be sure to indicate female and minority employees by racial status. **Note:** data can only be entered in the light blue fields. The data will automatically calculate in the light green areas of the form.

Example: 3 equipment operators and 1 carpenter. 2 equipment operators are male (1 American Indian and 1 Black or African American), 1 is female (Asian). Locate the row for equipment operators in box 7 of the form, in the light blue area enter 1 for male in the column under Black or African American, enter 1 for male in the column under American Indian, and enter 1 for female in the column under Asian. Locate the row for carpenters and in the light blue area enter 1 for male in the white column. Notice in the green area of the form you will now see 3 for males and 1 for female under the Total Employed column. Under the Total Racial/Ethnic Minority column you will now see 2 for males and 1 for female. The information entered automatically calculates in the green areas of the form.

Instructions on How to Complete The 1391 Form Con't.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY NAME, CITY, STATE:		3. PROJECT NUMBER:		4. DOLLAR AMOUNT OF CONTRACT:		5. PROJECT LOCATION: (County and State)														
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in May 2024.																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 202 (INSERT YEAR)																						
TABLE A														TABLE B								
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FOREMEN/WOMEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EQUIPMENT OPERATOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IRONWORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CARPENTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PIPEFITTER/PLUMBERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-SEMI SKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-UNSKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABLE C (Table B data by racial status)																						
APPRENTICES		0	0																			
OJT TRAINEES		0	0																			
8. PREPARED BY: (Signature and Title of Contractors Representative)				9. DATE				10. REVIEWED BY: (Signature and Title of State Highway Official)								11. DATE						

Form FHWA-1391 (Rev. 05-16) PREVIOUS EDITIONS ARE OBSOLETE

Table B: Apprentices and On-the-Job (OJT) Trainees:

If Apprentices and/or OJT Trainees are reported, the only information entered here is the number of males and/or females in the row the training is being performed. Note: The information entered in this area will not be calculated in the light green area for Total Employed.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY NAME, CITY, STATE:		3. PROJECT NUMBER:		4. DOLLAR AMOUNT OF		5. PROJECT LOCATION: (County and State)														
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in May 2024.																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 202 (INSERT YEAR)																						
TABLE A														TABLE B								
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FOREMEN/WOMEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EQUIPMENT OPERATOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IRONWORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CARPENTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PIPEFITTER/PLUMBERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-SEMI SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-UNSKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABLE C (Table B data by racial status)																						
APPRENTICES		0	0																			
OJT TRAINEES		0	0																			
8. PREPARED BY: (Signature and Title of Contractors Representative)				9. DATE				10. REVIEWED BY: (Signature and Title of State Highway Official)								11. DATE						

Form FHWA-1391 (Rev. 05-16) PREVIOUS EDITIONS ARE OBSOLETE

Table C: Enter the number of Apprentices and/or On the Job Trainees under the corresponding column for racial status for males and females.
Instructions on How to Complete the 1391-Form, Cont.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																						
1. MARK APPROPRIATE BLOCK <input type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY NAME, CITY, STATE:		3. PROJECT NUMBER:		4. DOLLAR AMOUNT OF		5. PROJECT LOCATION: (County and State)														
This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in May 2024.																						
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 202 (INSERT YEAR)																						
TABLE A														TABLE B								
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUPERVISORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FOREMEN/WOMEN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLERICAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EQUIPMENT OPERATOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MECHANICS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRUCK DRIVERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IRONWORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CARPENTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CEMENT MASONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ELECTRICIANS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PIPEFITTER/PLUMBERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PAINTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-SEMI SKILL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LABORERS-UNSKILLED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABLE C (Table B data by racial status)																						
APPRENTICES		0	0																			
OJT TRAINEES		0	0																			
8. PREPARED BY: (Signature and Title of Contractors Representative)				9. DATE				10. REVIEWED BY: (Signature and Title of State Highway Official)								11. DATE						

Example: Under **Table B**, two male Latino OJT's were entered in the corresponding row for cement masons, under **Table C**, you would enter the number two under the corresponding column for their racial status. The information entered will automatically populate in the light green area of the form under Table

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																							
1. MARK APPROPRIATE BLOCK		2. COMPANY NAME, CITY, STATE				3. PROJECT NUMBER				4. DOLLAR AMOUNT OF				5. PROJECT LOCATION: (County and									
<input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subcontractor																							
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITES DURING LAST FULL PAY PERIOD ENDING IN JULY 202 (INSERT YEAR)																							
JOB CATEGORIES		TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS		0	0	0	0																		
SUPERVISORS		0	0	0	0																		
FOREMEN/WOMEN		0	0	0	0																		
CLERICAL		0	0	0	0																		
EQUIPMENT OPERATOR		0	0	0	0																		
MECHANICS		0	0	0	0																		
TRUCK DRIVERS		0	0	0	0																		
IRONWORKERS		0	0	0	0																		
CARPENTERS		0	0	0	0																		
CEMENT MASONS		0	0	0	0																		
ELECTRICIANS		0	0	0	0																		
PIPEFITTER/PLUMBERS		0	0	0	0																		
PAINTERS		0	0	0	0																		
LABORERS-SEMI SKILL		0	0	0	0																		
LABORERS-UNSKILLED		0	0	0	0																		
TOTAL		0	0	0	0																		
TABLE C (Table B data by racial status)																							
APPRENTICES		0	0																				
OJT TRAINEES		0	0																				
7C		2																					
8. PREPARED BY:						9. DATE				10. REVIEWED BY:				11. DATE									
(Signature and Title of Contractors Representative)										(Signature and Title of State Highway Official)													
8						9				10				11									

Box 7C- Number of Apprentices/OJT with race/gender.

Box 8 – Prepared by:

Type in the name of the person completing the 1391-Form. Electronic signature is accepted.

Box 9 – Date:

Enter the date the 1391-Form was completed.

Box 10 and Box 11 – Reviewed By and Date: Leave Blank.

Once the 1391-Form is completed, save and name the file.

Example: XYZ Company Inc. H.000139. The completed 1391-Form is now saved in the Excel Format as down loaded from the Department's Website and ready to be submitted.

Submission of the completed electronic form must be completed by **August 12, 2022**, **only** to DOTDForm1391@la.gov. Do **NOT** send in the form via regular mail.

Things to remember

Prime contractors **must** submit “no work performed” 1391’s if the project has not received the final acceptance. Subcontractors do **NOT** submit “no work performed” 1391’s. **Submit “no activity/work performed” 1391’s by completing boxes 1 through 5, 8 and 9, leave the tables A, B, C blank. If you must put no activity, put on line 8.**

Instructions on How to Complete The 1391 Form Con't.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT																								
1. MARK APPROPRIATE BLOCK <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Subcontractor		2. COMPANY NAME, CITY, STATE: ABC Construction 123 A Road, BR LA 70602		3. PROJECT NUMBER: H 013564		4. DOLLAR AMOUNT OF CONTRACT: 5,850,405		5. PROJECT LOCATION: (County and State) EBR Parish																
This collection of information is required by law and regulation 23 U.S.C. 1403 and 23 CFR Part 230. The OMB control number for this collection is 2525-0019, expires in May 2024.																								
6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 202 (INSERT YEAR)																								
TABLE A																								
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
OFFICIALS	0	0	0	0																				
SUPERVISORS	0	0	0	0																				
FOREMEN/WOMEN	0	0	0	0																				
CLERICAL	0	0	0	0																				
EQUIPMENT OPERATORS	0	0	0	0																				
MECHANICS	0	0	0	0																				
TRUCK DRIVERS	0	0	0	0																				
IRONWORKERS	0	0	0	0																				
CARPENTERS	0	0	0	0																				
CEMENT MASONS	0	0	0	0																				
ELECTRICIANS	0	0	0	0																				
PIPEFITTER/PLUMBERS	0	0	0	0																				
PAINTERS	0	0	0	0																				
LABORERS-SEMI SKILLED	0	0	0	0																				
LABORERS-UNSKILLED	0	0	0	0																				
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
TABLE C (Table B data by racial status)																								
APPRENTICES		0	0																					
OJT TRAINEES		0	0																					
8. PREPARED BY: (Signature and Title of Contractors Representative) Sally Sue Fontenot, HR Director No activity										9. DATE 9/12/2022					10. REVIEWED BY: (Signature and Title of State Highway Official)					11. DATE				

Form FHWA-1391 (Rev. 05-16) PREVIOUS EDITIONS ARE OBSOLETE

Prime contractors, if the subcontractors have completed work on the project, prime contractors must also submit a 1391.

If you had to submit payrolls on a federal aid project during the last payroll period in July, you must submit the 1391.